

## INVITES APPLICATIONS FOR THE POSITION OF

## PRESCHOOL TEACHER

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **FILING DEADLINE**

Saturday, February 27, 2016 @ 5:00 PM

### **SALARY**

\$17.30 – \$24.20 per hour

### **THE POSITION**

The City of Dublin is currently accepting applications for part-time Preschool Teacher(s) to work at the Shannon Center Preschool at 11600 Shannon Avenue and at the Shamrock Preschool located at 4201 #A Central Parkway in Emerald Glen Park. The Preschool Teacher plans, organizes and teaches preschool classes to children 2-1/2 through 5 years of age. Program includes lessons, arts & crafts, games, music, drama, special events and field trips.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Develops weekly lesson plans.
- Plans and directs lessons, games, crafts and songs.
- Trains, supervises and evaluates Preschool Aide(s) and other part-time or temporary staff.
- Maintains a variety of program records and prepares reports relevant to program area.
- Requests, issues and is responsible for proper care of equipment.
- Ensures that activities run smoothly and according to program objectives and guidelines and general department philosophy.
- Enforces City and department rules and regulations.
- Performs routine facility/equipment maintenance tasks.
- Renders basic First Aid/CPR as necessary.

### **QUALIFICATIONS**

#### **Training and Experience:**

1. Education: Completion of 12th grade and completion of 2 years of college with specialization in Early Childhood Education, Education or Recreation.
2. Experience: Two years of experience working in a preschool or elementary school setting.

#### **Knowledge Of:**

- Current early childhood education practices.
- Age group characteristics of preschoolers.
- Customer service techniques.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

**Ability To:**

- Work effectively with preschool age children and parents.
- Lead recreational activities such as games, arts & crafts, music and drama.
- Communicate effectively, both verbally and in writing and keep organized records.
- Establish and maintain effective relationships with the public and other employees.
- Organize people, supplies, equipment and facilities.
- Plan and schedule activities.
- Explain and enforce rules, regulations, procedures and program objectives.
- Administer basic First Aid/CPR.
- Perform routine maintenance tasks.
- Develop and implement effective program curriculum/content.
- Supervise, train and evaluate subordinates.
- Understand, evaluate and resolve problems and conflicts.
- Exercise good judgment, tact and courtesy.

**Licenses; Certificates; Special Requirements:**

1. Possession of or ability to obtain valid Red Cross CPR and First Aid Certification.
2. Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.
3. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
4. Any offer of employment is conditional upon submission of a completed fingerprint card and satisfactory Department of Justice background check.

**BENEFITS**

There are no benefits for part-time, temporary-seasonal positions.

**PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in classroom and by telephone; use hands and fingers to handle, feel or operate standard office equipment and instructional supplies; reach with hands and arms; and lift or carry weight of 10 pounds or less. The employee is frequently required to bend and twist to interact with children, reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and documents; deal effectively with children; analyze and solve problems; interact with City management, employees and the public.

**THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

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## **SUPPLEMENTAL QUESTIONNAIRE**

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In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

1. Please describe your experience working with preschool age children, specifically in a preschool setting, public or private preschool.
2. Please list each specific ECE course and/or unit credit / credential / degree you have received.
3. The hours for the temporary Preschool Teacher position you are applying for is no more than 20 hours per week. Please tell us the Days and Hours you are available to work.